

**Cragin Memorial Library Board of Trustees**  
**Regular Meeting of June 10, 2009**  
**Cragin Memorial Library**  
**Minutes (Approved)**

**Present:** Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Julianna Cameron, Dr. A. Victor Horvitz; Alyssa Soby, Secretary; Linda Riley Hodge, First Selectman; Ronald Goldstein; Rev. Linda Barnes; Siobhan Grogan, Library Director

**Absent:** Edwin Cragin; Jeffry Mathieu, Principal of Bacon Academy

**Also in attendance:** Katherine Kosiba, President, Colchester Garden Club

**1. Call to Order**

Mary Ellen Mahoney called the meeting to order at 9:11 A.M.

**2. Approval of the March 11, 2009 Minutes**

Members of the Board of Trustees reviewed the minutes from the regular meeting of March 11, 2009.

Rev. Barnes noted that she had not been in attendance on March 11, 2009. Siobhan Grogan requested a correction to the spelling of Maggie Cosgrove. There were no other comments from the Board of Trustees.

Mary Ellen Mahoney asked for a motion to approve the minutes.

**Motion:** Ron Goldstein, to approve the minutes from the Regular Meeting of March 11, 2009 with the requested modifications.

**Seconded by:** Julianna Cameron.

**Vote:** Approved unanimously.

The Board reviewed the minutes from the special meeting of April 1, 2009. Ron Goldstein asked for a motion to approve the minutes.

**Motion:** Mary Ellen Mahoney, to approve the minutes from the Special Meeting of April 1, 2009

**Seconded by:** Celia Conrad.

**Vote:** Approved unanimously.

**3. Treasurer's Report**

Celia Conrad provided the Treasurer's Report.

Fund: The performance of the Trust has improved. The fund balance in March 2009 was \$148,255.14. The fund balance in April 2009 was \$158,808.79, with account management fees of \$448.38. The fund balance had increased to \$167,712.01 in May 2009.

Checking Account: The following deposits were made: \$1.00 from the Town of Colchester, \$24.00 from the sale of a bookcase, and \$58.43 from the Securities and Exchange Commission due to losses incurred by excessive trading activity on one of the

funds. Interest from the Sylvia Liverant ING book fund in the amount of \$497.11 was also deposited, and then given to the Library Director.

Book Funds: The Fuchs American Century Book Fund totaled \$12,686.26 as of March 31, 2009, earning \$132.16 in interest. The Sylvia Liverant (ING) Book Fund totaled \$12,164.62 as of March 31, 2009, earning \$83.30 in interest. No action was reported on the Israel Liverant (Banknorth) and Lynn Norton (Banknorth) funds. Celia Conrad will research the different rates of return on the funds. Interest received on the book funds has been given to the Library Director and spent.

Mary Ellen Mahoney asked for a motion to accept the Treasurer's report.

Ron Goldstein inquired about the SEC payment due to excessive trading activity.

**Motion:** Mary Ellen Mahoney, to accept the Treasurer's Report.

**Seconded by:** Ron Goldstein.

**Vote:** Approved unanimously.

#### 4. Director's Report

Siobhan Grogan provided the Director's Report.

Fuchs American Century Book Fund: This fund was created by the Fuchs family in memory of a number of its members, and was called the American Century fund because books purchased need to be on American subject. Siobhan Grogan provided a list of recent titles purchased in this area with the fund, all of which will be book-plated.

Article: Siobhan Grogan provided an article from Connecticut State Librarian Ken Wiggin called "The Paradox of Increased Library Use", regarding the increase in library use in an economic downturn without a corresponding increase in funding.

One Book One Region: Siobhan Grogan provided a letter from the Waterford Library and the One Book One Region committee. Colchester has participated in this program for many years. Siobhan Grogan expressed regret that Bacon Academy is the only regional high school not to participate. The Eastern Connecticut program is geared toward high school and adult readers, and has selected David Benioff's *City of Thieves* as its selection for 2009. The Library has 12 copies of *City of Thieves*, and will try to order more during the new fiscal year beginning July 1, 2009.

Honor and Memorial Book Program: Pamphlets describing the Honor and Memorial Book Program are now available at the Circulation Desk. Designed using material shared by an upstate New York library, the program offers patrons the opportunity to donate a book-plated book in memory or in honor of a family member, friend, pet, etc.

Rev. Linda Barnes noted that the program could be mentioned in the Church Bulletin, and Katherine Kosiba noted that it might also be of interest to the Garden Club.

Program Funding: Due to the budget freeze, donations have been critical. The Friends recently provided a check for \$2,000 for the Summer Reading Program, which will allow the Library to purchase extra titles and fund programs. The Library received \$5,300 and \$2,000 in regular state aid to libraries. Siobhan Grogan noted that both programs are slated for cuts.

Siobhan Grogan attended the Colchester Lion's Club Night of Giving, and received a check for \$300 to spend on books on CD and large print format books. She noted that donations of this kind were helpful because books on CD is one of the few formats where prices have not dropped.

The Board discussed the VMI disc cleaning machine, and whether less expensive sources existed for books on CD. Siobhan Grogan noted that a library case and guarantee were important components of the purchase.

Volunteers: Siobhan Grogan noted the health of the volunteer program, and the loyalty of its participants. This month, the Library had 7 volunteers for 41 hours, including two young men with developmental disabilities who volunteer with a job coach and have been wonderfully helpful to the library. Siobhan Grogan took a moment to recognize the contributions of one of them, Allen, who just had his last day yesterday before moving on to a new job.

Book Sale: The Friends will host a Book Sale beginning Friday, June 12 (Preview Night) and running all day on Saturday and Sunday. On Monday, Tuesday, and Wednesday, the sale will be "Fill a Bag for a Buck". The Friends seek volunteers.

Grounds: The Garden Club was commended for its commitment to the east and south sides of the grounds, and for its recent efforts on the west side as well. Siobhan Grogan noted the efforts of 5 volunteers weeding in the cold, dreary weather the previous night, including the President of the Friends, Avis Hull.

New flowerpots were purchased for the front of the Library, thanks to a donation from a man who donated a winning lottery ticket to the Friends in memory of his parents. The balance of the ~\$1,300 donated (after taxes) will be used for funding during the remainder of the year.

Siobhan Grogan noted that the paint on the old building and the carpeting in the main area had begun to degrade.

The Building Inspector and Fire Marshal recently approved the future use of a portion of the basement for book storage. The Library would be able to install high-density (accordion-style) shelving to house older titles by popular authors, avoiding the use of the top and bottom shelves in the main area. (Library users have difficulty reaching these shelves.)

Resignation: Siobhan Grogan announced that she was resigning effective July 30, 2009.

The Board lamented her departure after 22 years of wonderful service to the Library and the community, and wished her well. Mary Ellen Mahoney suggested that the Board plan a lunch to honor her service and communicate the appreciation of the Board for everything she has done.

Rev. Linda Barnes asked about a succession plan.

Linda Hodge noted that the Trustees had previously hired the Library Director, but that the position was now employed by the Town of Colchester. She expressed a desire for Mary Ellen Mahoney to be very involved in the selection process. Linda Hodge is working to make sure that the job description is updated and accurate before posting the

position, and noted that she will wait to find the right person. She and Siobhan Grogan are working on an interim plan, and will engage Mary Ellen Mahoney in that planning.

Linda Hodge asked for volunteers for the search committee. Mary Ellen Mahoney, Julianna Cameron, Celia Conrad, and Alyssa Soby volunteered.

Mary Ellen Mahoney asked for a motion to accept the Director's Report.

**Motion:** Celia Conrad, to accept the Director's Report.

**Seconded by:** Julianna Cameron.

**Vote:** Approved unanimously.

Celia Conrad made a statement recognizing the substantial contributions of the Friends, and urging the Board to make personal contributions of time and money in support of the Friends.

Mary Ellen Mahoney thanked Celia Conrad for providing such a worthwhile reminder.

## **5. Old Business**

Garden Club proposal: Katherine Kosiba, President of the Colchester Garden Club, presented a letter describing a proposal from the Garden Club to donate a tree and several shrubs to the Library, noting that she would prepare a detailed project plan if the donation were to be accepted.

Katherine Kosiba described walking the property with Celia Conrad, and discussing the proposal with experienced Garden Club members, including those with landscape architecture and nursery backgrounds. The Garden Club proposes planting some spring-flowering shrubs and tree to provide color in the spring and visual interest in other seasons, and to support Individual Wildlife Habitat certification.

She noted that the tree being recommended is one of three crabapples promoted by the University of Connecticut as good for a community area.

The Library will need to call utilities that may have lines running under the grounds, to schedule a planning meeting (before lines are actually painted on the grounds). This activity would be coordinated with the First Selectman's Office, Parks & Recreation, and the Tree Warden.

Katherine Kosiba asked the Board to review her letter and provide feedback through Mary Ellen Mahoney, and suggested a future meeting with stakeholders to discuss decisions and a timetable. The Board noted that Celia Conrad has already been empowered to work with the Garden Club.

## **6. Old Business**

Non-Profit Form: Celia Conrad gave Mary Ellen Mahoney a new form that non-profits are required to file. Mary Ellen Mahoney will discuss this with Lynn Coletta.

Notice of Variance for Church Parking Grade: The Church will need a variance for a parking lot with a 7% grade (normal maximum is 3%).

## **7. Adjournment**

**Motion:** Mary Ellen Mahoney, to adjourn the meeting.

**Seconded by:** Julianna Cameron.

**Vote:** Approved unanimously.

The meeting adjourned at 10:11 A.M.